



STATE OF GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE

DEPARTMENT OF ARCHIVES & HISTORY

RECORDS MANAGEMENT DIVISION

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1. Application Date

11/3/75

2. Agency Application No.

DHR-10

3. A.P.R. Title, Subdivision & Administering Office Address

Department of Human Resources

Agency-Wide

47 Trinity Avenue

Atlanta, Ga. 30334

4. Date Received

NOV - 4 1975

Application No.

75-265

Date Completed

DEC 16 1975

5. Working Title

Records Mgt. Officer

6. Tel. No.

656-4976

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.

☐ DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

1968 - Present

9. Exact Series Title

To Amend Standard #207 And 74-421 Pharmacy Receipt and Distribution of Tax-Free Alcohol Files

10. What is the function of the office in which this record series is created?

Agency-wide Application

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the use, receipt, and issuance of tax-free alcohol within DHR institutions

Included but not limited to are records and copies of all applications, notices and reports relating to the receipt, use recovery (including restoration), losses and inventories of tax-free alcohol; i.e. copies of receipts of ethyl alcohol from suppliers, records of distribution for use, and monthly-annual distribution summaries.

Files may be arranged in various formats depending on the institution, usually chronologically by month and year.

ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				1	1.5
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Areas
Estimated-Agency-Wide	2	3		This Year's	Last Year's
			AVERAGE DAILY REFERENCE	Preceding Year's	All Prior Years
				10	1
				1	0

9-78 AR-50-71

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? Some institutions | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| pharmacies generate a computerized inventory, distribution and receipt listing | | |
| 21. Does the record series contain documentation produced as EDP printout? Some insti | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| tutions pharmacies generate a computerized inventory, distribution and receipt listing. | | |
| 22. Has the Federal Government issued instructions governing the retention/dispo-
sition of these files? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☒ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

See Attached Sheet

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER _____, then:

- ☒ Hold in the current files area _____ month(s)/ 3 year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

Exception: Federal Inspectors, Department of the Treasury, Bureau of Alcohol, Tobacco and Firearms may require such records to be kept for an additional period of not exceeding three years in any case where he deems such retention necessary or advisable.

Earlier destruction is authorized on any monthly or quarterly inventory-distribution reports where the same information is updated and included on the next periodic or annual report.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
William J. McDonald	11-4-75		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	William M. Dixon	12-11-75
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Carroll Hart	12-10-75
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	M. S. H. H.	12-12-75

STATE RECORDS
COMMITTEE

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Code of Federal Regulations, Part 213 of Title 26, Subpart L Records & Reports.

paragraph 213.171 Records

Persons holding permit on Form 1447 to use tax-free alcohol, shall keep records in sufficient detail (a) to enable any internal revenue officer to verify all transactions in tax-free alcohol and to ascertain whether there has been compliance with law and regulations and (b) to enable the permittee to prepare Form 1451. Such records shall identify the tax-free alcohol by proof, shall show the date of each transaction and the actual quantities of alcohol involved, and shall include tax-free alcohol received from General Services Administration and the recovery of alcohol and disposition thereof. Records of receipt and authorized removals of tax-free alcohol shall show the name, address, and registry or permit number if any, of each consignee or consignor, and the type, number and serial numbers of containers involved. Records must be kept current at all times.

paragraph 213.172

At the end of every calendar month, each permittee shall take and record an actual inventory of all tax-free alcohol in his possession. Recovered tax-free alcohol and alcohol received from General Services Administration, if any, shall be listed separately.

paragraph 213.173

..... In the case of a State, municipal subdivision thereof, or the District of Columbia, holding a permit covering the use of tax-free alcohol in a number of institutions under its control, Form 1451, submitted by such permittee shall include alcohol used by its dependent agencies, institutions, or departments. The permittee shall submit the original to the assistant regional commissioner not later than the 10th day of January of each year, together with his renewal application, Form 450, if any, and retain the duplicate copy for his files.

paragraph 213.175. Filing and retention of records and copies of reports.

All records required by this part and copies of all reports submitted to the assistant regional commissioner shall be filed and maintained for a period of not less than three years, after the date of the report covering the transaction, in such manner as to facilitate inspection by internal revenue officers: Provided, That the assistant regional commissioner may require such records to be kept for an additional period of not exceeding three years in any case where he deems such retention necessary or advisable.